

**Residential Care Services (RCS)**  
**Operational Principles and Procedures for**  
Adult Family Homes (AFHs)  
**LICENSING INSPECTIONS**

**EXIT**

**I. Purpose**

To inform the provider/representative of the Licensor's preliminary decision regarding non-compliance with licensing regulations.

**II. Authority**

[RCW 70.128.005](#)  
[RCW 70.128.007](#)  
[RCW 70.128.040](#)

[RCW 70.128.070](#)  
[RCW 70.128.130](#)

**III. Operational Principles**

- A. The exit conference is conducted with the provider and/or caregiver staff.
- B. Information is provided in a manner that is clear and understandable to those present.
- C. Probable failed practice/non-compliance will be identified at the exit and be regulatory based.

**IV. Procedures**

**The Licensor will:**

- A. Briefly discuss each resident included in the sample, summarizing:
  - 1. Observations of the resident,
  - 2. Observations of their environment; and
  - 3. Any expressed concerns or unmet needs (only if the resident has given permission for that information to be shared).
- B. Based on regulations, describe the preliminary deficiency findings and other issues and/or concerns (if any) you have that will require further information after leaving the home.
- C. Provide the provider/representative the opportunity to discuss and supply additional information that they believe is pertinent to the findings.
- D. If unsure of all deficiencies at time of exit, inform provider/representative that the deficiencies discussed may be amended upon completion of the data collection.
- E. Inform the provider prior to leaving the home that a written report will be sent within 10 working days of completion of data collection.
- F. Discuss the concept of immediately beginning the correction of deficient practice with the provider.
- G. After the exit, telephone the provider to discuss anything in the report that was not clearly identified during the exit, (before sending out the report).
- H. A written plan of correction may be required if:

**RCS OPP FOR AFHS**  
**LICENSING INSPECTIONS – EXIT**

1. Issues found are serious and impact the resident's immediate health, safety or welfare; and
  2. With approval of the Field Manager and Compliance Specialist.
- I. The decision to obtain an immediate safety plan and the final form it takes will only be made after the Field Manager discusses the issue with the Compliance Specialist/Assistant Director.

**Information and Assistance**

- A. Ensure there are no surprises; using ongoing communication throughout the inspection; the provider should be aware of the basic concerns/issues before the exit.
- B. Deficient practice information will be factual and based on the regulations.
- C. Do not give positive feedback or make any comments that reflect personal opinion/views.



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June 30, 2010  
Date